

MELTHAM TOWN COUNCIL

MINUTES OF A MEETING OF THE TOWN COUNCIL TO DISCUSS MATTERS OF PROPERTIES, ADMINISTRATION AND FINANCE HELD ON MONDAY 11 JUNE 2018

Present: Councillor Haigh (Chair), Councillor Noon, and Councillor Wrathall.

PUBLIC SESSION: There were no members of the public present.

18/18 ELECTION OF CHAIRMAN AND VICE CHAIRMAN

In accordance with Standing Order No.43, nominations were taken for a Chairman. Councillor Noon nominated Councillor Haigh – the nomination was seconded by Councillor Wrathall. A vote was taken and by show of hands it was

RESOLVED: That Councillor Haigh was elected as Chairman of the Properties, Administration and Finance Committee to hold office until the next Annual Meeting of the Council.

In accordance with Standing Order No.43, nominations were taken for a Vice Chairman. Councillor Noon nominated Councillor Wrathall – the nomination was seconded by Councillor Haigh. A vote was taken and by show of hands it was

RESOLVED: That Councillor Wrathall was elected as Vice Chairman of the Properties, Administration and Finance Committee to hold office until the next Annual Meeting of the Council.

18/19 NOTICE OF MEETING

Public Notice of the meeting was taken as read.

18/20 APOLOGIES FOR ABSENCE

Apologies were accepted from Councillor Bampton and Councillor White.

18/21 DECLARATIONS OF INTEREST

No declarations were made.

18/22 ADMISSION TO THE PUBLIC

As printed agenda.

18/23 ACCOUNTS

Schedule of Payments for April and May 2018.

Councillors considered and approved the Schedule of Payments for April 2018 in the sum of £7,500.36 circulated with the agenda.

RESOLVED: That the Schedule of Payments for April 2018 in the sum of £7,500.36 be approved.

Councillors considered and approved the Schedule of Payments for May 2018 in the sum of £7,700.48 circulated with the agenda.

RESOLVED: That the Schedule of Payments for May 2018 in the sum of £7,700.48 be approved.

18/24 ROBERT ASHTON MEMORIAL PARK

Councillors discussed the results of the site visit / inspection of the Robert Ashton Memorial Park.

It was noted that boundary wall at the redeveloped residential site adjacent to the park had not yet been completed. It was noted the works to the allotment wall had been completed. The improvements to the children's play area and toilets were noted. The damage to the wet pour surface on one of the children's play areas was raised and it was noted the Clerk had already ordered repairs to this.

Councillor Noon raised a number of issues including outstanding tree works, the water level in the pond and a fallen conifer that needed attention. It was agreed the Clerk would invite the grounds maintenance contractor to the next meeting and prepare a summary of the issues noted during the inspection for that meeting. The Clerk updated the committee on the present position regarding the tree works required as a result of the Tree Hazard survey and the need to cut back the boundary trees.

Councillors noted the correspondence received from Kirklees Council regarding the maintenance of the shelter in the park circulated with the agenda.

18/25 INTERNAL CONTROL CHECKS

In accordance with the internal control checks agreed by Council the Chair confirmed that prior to the meeting he had checked that the petty cash balanced with the petty cash book and that the monthly bank reconciliations matched the relevant current account bank statements and confirmed all was in order.

18/26 EVENT IN THE PARK

Councillor Noon expressed disappointment that the consultation on the refurbishment of the children's play area had now been deferred until next year as a result of the recent Council resolution that the event in the park be put back till next summer to allow time for planning. Councillor Noon suggested that the state of the play area meant that this element should be considered at the earliest opportunity. The Clerk confirmed there had been issues over the winter months regarding the surface conditions and suggested that there may be wider issues around drainage on that site. It was agreed to put this on the agenda of the next Council meeting for discussion and in the meantime Councillor Noon agreed to consult with park users on the refurbishment and report back to the next meeting.

18/27 PRICE RISES OPUS ENERGY

Councillors noted the changes to the supply charges enclosed with the agenda. It was suggested that at some point the Clerk should look at other providers to ensure the Council were obtaining value for money.

18/28 GDPR RESOURCES

The Clerk and the Chair outlined some of the work that had been undertaken to start the process of ensuring GDPR compliance in terms of the paper data held by the Council. The Committee approved a budget of £250.00 for the Clerk to use to arrange the secure disposal of the backlog of confidential waste and the purchase of archive boxes for filing, archiving materials and additional storage. The Committee further approved the costs of the Clerk using the caretaker to help in sorting the storeroom and the backlog of documentation.

18/29 EXCLUSION OF PUBLIC AND PRESS:

Pursuant to section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960 it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: -

As determined under Agenda Item 4.